Grant Creation and Editing Module

PRE-SUBMISSION UPLOADS

Instructions:
1. Select the **Browse** button to locate an upload.
2. Select the **Save** button to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Pre-Submission Upload** row to upload the document as part of your application.

Attached files should be in common business formats, such as PDF, doc, xls, etc. File size for attachments is limited to 10MB per attachment. If there is a template provided for you, please download the template, complete it, save it to your computer and upload the completed file in the corresponding line. Some files provided may be for informational purposes only. Review the description of each to determine if it applies to you and your application. Only one file may be uploaded per line. If you have multiple documents that apply to one upload category, combine into one document (up to 10MB) and submit together. Note: when saving files, use naming convention of applicant name and brief description of the document. (e.g., BestTownBikePathBudget).

NYSDOT Pre-Review Comment Form

If you submitted your application for a pre-review by NYSDOT, upload the comments that you received from that review here.

Choose File | No file chosen

Document Template: View File

Detailed Project Budget Estimate

Detailed project estimate can be in any format you choose. Resources can be found on the TAP-CMAQ-CRP website.

Choose File | No file chosen   *

Document Template: View File

Budget Summary Worksheet

Download the attached template, complete the requested information, save to your computer and upload the completed document here.

Choose File | No file chosen

Document Template: View File

Detailed Project Schedule

Upload your detailed project schedule.

Choose File | No file chosen   *

Document Template: View File

Documentation of Community Support

Upload the project community support documentation here.

Choose File | No file chosen   *

Document Template: View File

Verification of Match Assurance

Provide proof of Match Assurance. e.g., Letter of Intent, Budget Resolution.

Choose File | No file chosen   *

Document Template: View File

Project Map

Upload a copy of your project map.

Choose File | No file chosen   *

Document Template: View File

ROW Documentation

Enter all Right of Way documentation. This is mandatory for any projects involving ROW.

Choose File | No file chosen

Document Template: View File

CMAQ Technical Benefits Worksheet

REQUIRED FOR ALL CMAQ PROJECTS: Download the attached template, complete the requested information, save to your computer and upload the completed document here.

Choose File | No file chosen

Document Template: View File

NEPA Information

Upload NEPA documentation if applicable.

Choose File | No file chosen

Document Template: View File

SEQR Information

Upload SEQR documentation if applicable.

Choose File | No file chosen

Document Template: View File

Project Management Plan

If you have a project management plan, upload that here.

Choose File | No file chosen

Document Template: View File

Plans or Drawings

If you have any plans or drawings that are available upload them here.

Choose File | No file chosen

Document Template: View File

NYS Professional Engineer Project Review Letter

Upload the NYS Professional Engineer signed Project Review Letter if completed. Sample letter is available for reference.

Choose File | No file chosen

Document Template: View File

Other Applicable Information

If there is anything that you would like to include with your application upload it here.

Choose File | No file chosen

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